

**Job Title: Accountant Technician**

This is Classified/Full-Time/Non-Exempt

**Position Summary:**

The Accounting Technician is responsible for providing technical support in the areas of accounting and finance. This role involves processing financial transactions, maintaining accurate financial records, preparing financial reports, and assisting in budget preparation and audits. The successful candidate will demonstrate strong analytical skills, attention to detail, and the ability to work effectively within a team.

**Essential Duties and Responsibilities**

* Ensure all financial transactions are recorded in compliance with company policies and procedures
* Maintain and reconcile general ledger accounts
* Prepare journal entries and ensure proper documentation and approval.
* Assist in the preparation of monthly, quarterly, and annual financial statements
* Generate financial reports for management review.
* Conduct financial analysis and provide insights on financial performance.
* Assist in the preparation and monitoring of budgets.
* Support internal and external audit activities by providing necessary documentation and explanations.
* Ensure compliance with internal controls and financial policies.
* Respond to inquiries from vendors, customers, and other departments regarding financial matters
* Maintain accurate and organized financial files and records.
* All other duties assigned.

**Qualifications:**

* Associate’s degree in Accounting, Finance, or a related field required. Bachelor’s degree preferred.
* proficiency in accounting software and Microsoft Office Suite (Excel, Word, Outlook).
* Strong analytical and problem-solving skills.
* excellent attention to detail and organizational skills.
* Effective communication skills, both verbal and written
* Knowledge of accounting principles and practices.
* Ability to work independently and collaboratively within a team.

**License Requirements:**

Valid New Mexico Driver’s License

**Declaration**

I have read the above position description. I understand the demands and expectations of the position described and, to the best of my knowledge, believe that I can perform these duties.

**Acknowledgment:**

Employee’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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